

  <b>Official Policy</b>	Division or Sector: Academic Dean
	Responsibility: Academic Dean
	Policy Number: 7210-36
Title: Intersession Courses	

**Purpose:** To establish procedures for Intersession courses.

**Policy:**

**Definition**

**Intersession courses** are those Day Division courses which are scheduled entirely outside of the usual Day Division semester course dates as per the official Academic Calendar, and usually are intensive in nature in that the daily lecture/activity period exceeds three consecutive hours and the entire course takes place in a compressed time frame, covering significantly fewer weeks than the usual 15 week semester.

**Guidelines**

**Approval:**

1. Intersession courses must conform to the usual college guidelines concerning content, pedagogy, competencies, ponderations and approval process (i.e., Departmental Curriculum Committee, Faculty, Faculty Dean, Academic Dean, and Academic Council).
2. Approval for supplemental or mandatory charges to students, or for the use of special locales or venues, or, the customization of same must be obtained separately from the Department and the Faculty Dean.
3. In the case of student trips, the appropriate and usual college guidelines and procedures to ensure safety and security must be implemented.

**Scheduling:**

1. Information on number of sections and courses, dates, times, locales, fees, restrictions, delete deadlines (usually 20% into the course) and so on must be included with scheduling information submitted by the Department or Program Coordinator to the Faculty Dean for approval. This information will then appear on the College website.
2. No Intersession courses can be scheduled to conflict with the English Exit Exam.
3. No intersession or intensive courses can be scheduled during the December exam period or during the break between Christmas and New Years Day.

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4. No intersession or intensive courses can be scheduled after the mark submission deadline for the semester in which the course is offered.

*N.B. items 2, 3, and 4 effectively rule out January intersession courses being attached to the fall semester; they must be associated with the winter semester. This, in turn, means that registration must take place some time in November. The department will be responsible for the registration of intersession courses offered in January.*

5. Intersession courses of the same discipline/department should have uniform start dates. Courses of the same number of hours should also finish on the same date unless approved on pedagogical grounds by the Faculty Dean. The college will set these dates with the preparation of the Academic Calendar each academic year.
6. There must be a break of 15 minutes every two hours and no course can exceed 4 hours without a 1 hour lunch break.
7. Grades for intersession courses should be submitted within five working days after the last class or on the regular mark submission deadline for that semester, whichever comes first.

**Teacher Workload Considerations:**

1. A teacher may teach a maximum of one intersession course per intersession session.
2. Teachers with a reduced workload may not have more than half of their annual workload as intersession courses. They must have at least one regularly scheduled course in the semester concerned.

**Other Restrictions:**

1. Only one section of a given course may be given per intersession session unless there are larger numbers of students who cannot get into the course at any other time.
2. No compulsory course should be offered only as an intersession; students should have the option of taking it during the regular semester.
3. Students may not take more than one intersession course per session.



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### May Intersession Courses:

1. A minimum of 13 working days after the last day of classes up to and including the date for submission of grades is necessary for many intersession courses. This must be kept in mind when the academic calendar is set up each year.
2. The delete deadline for May intersession courses is at the end of the first 20% of the course time. This information must be given to students when they register for the course.
3. Students will be reminded in April via Omnivox that they are registered in an intersession course. The reminder will give the dates of the course and the delete deadline.
4. May intersession courses should not conflict with final exams. In the case of residual conflicts, the final exam takes precedence and the instructor of the intersession course must make accommodations for students to make up the missing work.
5. Grades for May intersession courses must be submitted by 4:00 p.m. on the day of the usual mark submission deadline for the winter semester.
6. Conflict between May intersession courses and Summer School must be avoided or kept to a minimum.
7. For language courses, where it is important to limit the length of a class to no more than 3.5 hours, one Saturday class may be scheduled in order to facilitate meeting the grade submission deadline. The department is responsible for informing students of this fact before they register for the course.

### Other Issues:

- Academic fees for intersession courses should be for pedagogical activities only.
- Intersession courses must not be scheduled so as to require a disproportionate amount of college resources in terms of budgets and staff time.

Revised  New

Date Effective: November 30, 2007